

Handling of Work-related Injury or Illness while on Business Travel for LBNL

All LBNL employees on business travel for work are covered for the medical treatment of work-related injuries and illnesses. The source of this coverage depends on the state and country of residence of the employee and whether the injury/illness occurs within the US or in a foreign country. Most LBNL employees are California residents, and will be covered by California workers compensation benefits, administered by Sedgwick for injuries/illnesses in the USA. During overseas travel, they are covered by ACE insurance.

Non-California US residents are covered by a Zurich workers' compensation policy for work-related injuries and illnesses occurring in the USA, and ACE when out of the country.

Foreign nationals working abroad are covered by a foreign liability policy provided by UCOP. Foreign nationals traveling on LBNL business will be covered by the foreign liability policy or by their country's laws and regulations.

Personal illnesses developing during business travel in the US should be treated under the employee's UC medical benefits plan. Personal illnesses developing during business travel to a foreign country is covered by ACE insurance.

Work-related Injury/Illness Procedure:

1. Employees with work-related injuries should seek evaluation and treatment as needed.
2. The treatment of work-related injuries will be paid for through LBNL workers' compensation, which is administered by Sedgwick¹, Zurich², or UCOP, depending on the employee's state and country of residence. There is no need to delay treatment until return to LBNL.
3. As soon as possible, the injured LBNL worker should report the injury to their LBNL supervisor. Let them know how you can be reached to ensure timely reporting and case management.
4. A brief written report of the injury, including contact information, should be sent to the worker's supervisor and the following LBNL personnel:
 - a. Health Services (travelmedicine@LBL.gov); (510) 486-6267
 - b. Ross Fisher (rwfisher@LBL.gov); (510) 486-6934
 - c. The Division Safety Coordinator for their division.
5. Once these people have been notified, LBNL will prepare their portion of a worker's compensation claim, and initiate the Supervisor's Accident Analysis Report (SAAR).

Personal Illness Procedure

1. If in the US, seek emergency treatment if needed. If non-emergent care is needed, consider calling your medical benefits plan first for guidance.
2. If outside the US and on business travel, call ACE insurance for direction.

¹ LBNL employees who are California residents: Send documents to: Sedgwick Claims Management Services; P.O. Box 14533; Lexington, KY 40512, or fax (859) 280-4946 (faxes go to Sedgwick's national document center). Local office: Sedgwick CMS Oakland Office; telephone (510) 302-3180

² Any USA-based LBNL employees who reside outside of California should file workers' compensation claims with Zurich North America; (877) 987-3373. Policy Number: WC 5524749 00

	Location of Work-Related Injury/Illness	
Employee	Within USA	Outside USA
California Resident, US citizen	Sedgwick ³	ACE ⁴
Non-California Resident, US citizen	Zurich ⁵	ACE
Foreign national	UCOP self-insurance ⁶	Foreign liability policy

³ LBNL employees who are California residents: Send documents to: Sedgwick Claims Management Services; P.O. Box 14533; Lexington, KY 40512, or fax (859) 280-4946 (faxes go to Sedgwick's national document center). Local office: Sedgwick CMS Oakland Office; telephone (510) 302-3180

⁴ ACE contact information is available on the card sent to you when you register your trip.

⁵ Any USA-based LBNL employees who reside outside of California should file workers' compensation claims with Zurich North America; (877) 987-3373. Policy Number: WC 5524749 00

⁶ Kevin Confetti, Director, Workers' Compensation Systems and Operations & Employment Practices Liability, Phone: (510) 987-9868, Email Kevin Confetti